

Examination Rules for PG: (M.Com / M.A.)

Scheme of Examination:

The performance of the learners will be evaluated in two components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester End Examination component carrying 60% marks.

Internal Assessment:

The Internal Assessment will consist of one class test of 40 marks for each course excluding projects. The question paper pattern will be shown as below:

Question Paper Pattern (Internal Assessment)

Maximum Marks: 40 marks

Questions to be set: 03

Duration: 1½ hours:

Question No.	Particulars	Marks
Q-1	Objective Questions Students to answer 10 sub questions out of 15 sub questions. (*Multiple choice/ True or False/ Match the columns/ Fill in the blanks) OR Objective Questions A) Sub Questions to be asked 08 and to be answered any 05 B) Sub Questions to be asked 08 and to be answered any 05 (*Multiple choice/ True or False/ Match the columns/ Fill in the blanks)	10 Marks
Q-2	Concept based short questions Students to answer 5 sub questions out of 8 sub questions.	10 Marks
Q-3	Practical problems or short questions Students to answer 02 sub questions out of 03 sub questions	20 Marks



Question Paper Pattern (Practical Courses)

Maximum Marks: 60

Questions to be set: 04 Duration: 2 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

Question No.	Particulars	Marks
Q-1	Practical Question OR	15 Marks
Q-1	Practical Question	15 Marks
Q-2	Practical Question OR	15 Marks
Q-2	Practical Question	15 Marks
Q-3	Practical Question OR	15 Marks
Q-3	Practical Question	15 Marks
Q-4	Objective Question (Multiple Choice/ True or False/ Fill in the Blanks/ Match the Columns/ Short Questions.) OR Short Notes (Any three out of five)	15 Marks 15 Marks

Note:

Full length question of 15 marks may be divided into two sub questions of 08 and 07 marks.



Guidelines for preparation of Project Work

Work Load

Inclusion of project work in the course curriculum of the M.Com. programme is one of the ambitious aspect in the programme structure. The main objective of inclusion of project work is to inculcate the element of research work challenging the potential of learner as regards to his/ her eager to enquire and ability to interpret particular aspect of the study in his/ her own words. It is expected that the guiding teacher should undertake the counselling sessions and make the awareness among the learners about the methodology of formulation, preparation and evaluation pattern of the project work.

There are two modes of preparation of project work

1. Project work based on research methodology in the study area
2. Project work based on internship in the study area

Guidelines for preparation of Project Work

Work Load

Work load for Project Work is 01 (one) hour per batch of 15-20 learners per week for the teacher. The learner (of that batch) shall do field work and library work in the remaining 03 (three) hours per week.

1. General guidelines for preparation of project work based on research methodology

The project topic may be undertaken in any area of Elective Courses.

- Each of the learner has to undertake a Project individually under the supervision of a teacher-guide.
- The learner shall decide the topic and title which should be specific, clear and with definite scope in consultation with the teacher-guide concerned.
- University/college shall allot a guiding teacher for guidance to the students based on her / his specialization.
- The project report shall be prepared as per the broad guidelines given below:
 - ♣ Font type: Times New Roman
 - ♣ Font size: 12-For content, 14-for Title
 - ♣ Line Space : 1.5-for content and 1-for in table work
 - ♣ Paper Size: A4
 - ♣ Margin : in Left-1.5, Up-Down-Right-1
 - ♣ The Project Report shall be bounded.
 - ♣ The project report should be 80 to 100 pages



Format

1st Page (Main Page)

Title of the problem of the Project

A Project Submitted to
University of Mumbai for partial completion of the degree of
Master in Commerce
Under the Faculty of Commerce
by

Name of the Lerner

Under the Guidance of

Name of the Guiding Teacher

Name and Address of the College

Month and Year



2nd Page

2nd Page to be repeated on 2nd page (i.e. instead after main page)

On separate page

Index

Chapter No. 1	Title of the Chapter	Page No.
(Sub point 1.1, 1.1.1, And so on)		
Chapter No. 2	Title of the Chapter	
Chapter No. 3	Title of the Chapter	
Chapter No. 4	Title of the Chapter	
Chapter No. 5	Title of the Chapter	

List of tables, if any, with page numbers.

List of Graphs, if any, with page numbers.

List of Appendix, if any, with page numbers.

Abbreviations used:



**Structure to be followed to maintain the uniformity in
formulation and presentation of Project Work**

(Model Structure of the Project Work)

Chapter No. 1: Introduction

In this chapter Selection and relevance of the problem, historical background of the problem, brief profile of the study area, definition/s of related aspects, characteristics, different concepts pertaining to the problem etc can be incorporated by the learner.

• Chapter No. 2: Research Methodology

This chapter will include Objectives, Hypothesis, Scope of the study, limitations of the study, significance of the study, Selection of the problem, Sample size, Data collection, Tabulation of data, Techniques and tools to be used, etc can be incorporated by the learner.

• Chapter No. 3: Literature Review

This chapter will provide information about studies done on the respective issue. This would specify how the study undertaken is relevant and contribute for value addition in information/ knowledge/ application of study area which ultimately helps the learner to undertake further study on same issue.

• Chapter No. 4: Data Analysis, Interpretation and Presentation

This chapter is the core part of the study. The analysis pertaining to collected data will be done by the learner. The application of selected tools or techniques will be used to arrive at findings. In this, table of information's, presentation of graphs etc. can be provided with interpretation by the learner.

• Chapter No. 5: Conclusions and Suggestions

In this chapter of project work, findings of work will be covered and suggestion will be enlisted to validate the objectives and hypotheses.

Note: If required more chapters of data analysis can be added.

• Bibliography

• Appendix



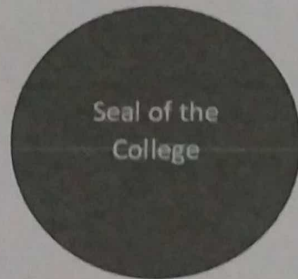
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Principal
K.E.S. Dr. C.D. Deshmukh
Comm. & Sau. K.G.T Arts
College, Roha - Raigad

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Name and address of the college

Certificate

This is to certify that Ms/Mr has worked and duly completed her/his Project Work for the degree of Master in Commerce under the Faculty of Commerce in the subject of _____ and her/his project is entitled, “ _____ ” under my supervision. I further certify that the entire work has been done by the learner under my guidance and that no part of it has been submitted previously for any Degree or Diploma of any University. It is her/his own work and facts reported by her/his personal findings and investigations.



Name and Signature of
Guiding Teache

Date of submission:



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Declaration by learner

I the undersigned Miss / Mr. _____ here by, declare that the work embodied in this project work titled “_____”, forms my own contribution to the research work carried out under the guidance of _____ is a result of my own research work and has not been previously submitted to any other University for any other Degree/ Diploma to this or any other University. Wherever reference has been made to previous works of others, it has been clearly indicated as such and included in the bibliography. I, here by further declare that all information of this document has been obtained and presented in accordance with academic rules and ethical conduct

Name and Signature of the learner

Certified by

Name and signature of the Guiding Teacher



On separate page

Acknowledgement

(Model structure of the acknowledgement)

To list who all have helped me is difficult because they are so numerous and the depth is so enormous.

I would like to acknowledge the following as being idealistic channels and fresh dimensions in the completion of this project.

I take this opportunity to thank the University of Mumbai for giving me chance to do this project.

I would like to thank my Principal, _____ for providing the necessary facilities required for completion of this project.

I take this opportunity to thank our Coordinator _____, for her moral support and guidance.

I would also like to express my sincere gratitude towards my project guide _____ whose guidance and care made the project successful.

I would like to thank my College Library, for having provided various reference books and magazines related to my project.

Lastly, I would like to thank each and every person who directly or indirectly helped me in the completion of the project especially my Parents and Peers who supported me throughout my project.



Evaluation pattern of the project work

The Project Report shall be evaluated in two stages viz.	
• Evaluation of Project Report (Bound Copy)	60 Marks
• Introduction and other areas covered	20 Marks
• Research Methodology, Presentation, Analysis and interpretation of data	30 Marks
• Conclusion & Recommendations	10 Marks
• Conduct of Viva-voce	40 Marks
• In the course of Viva-voce, the questions may be asked such as importance / relevance of the study, objective of the study, methodology of the study/ mode of Enquiry (question responses)	10 Marks
• Ability to explain the analysis, findings, concluding observations, recommendation, limitations of the Study	20 Marks
• Overall Impression (including Communication Skill)	10 Marks

Note:

- The guiding teacher along with the external evaluator appointed by the University/ College for the evaluation of project shall conduct the viva-voce examination as per the evaluation pattern.

Passing Standard

- Minimum of Grade E in the project component



- In case of failing in the project work, the same project can be revised for A.T.E.T examination.
- Absence of student for viva voce: If any student fails to appear for the viva voce on the date and time fixed by the department each student shall appear for the viva voce on the date and time fixed by the Department, each student shall appear for the viva voce only along with students of the next batch.

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